



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, February 23, 2021; 1:00
Teams Meeting

Committee Members Present: Paul Ferguson, Abbie Norderhaug and Erin Scharlau

- 1) **Call to order:** 1:01 PM.
- 2) **Approval of October 27, 2020, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from October 27, 2020, be approved as amended. The motion passed.

| Member | Aye | No | Abstain |
|------------------|-----|----|---------|
| Abbie Norderhaug | X | | |
| Erin Scharlau | X | | |
| Paul Ferguson | X | | |

- 3) **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2021 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Meeting adjourned at 3:11 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

| Member | Aye | No | Abstain |
|------------------|-----|----|---------|
| Abbie Norderhaug | X | | |
| Erin Scharlau | X | | |
| Paul Ferguson | X | | |

Next meeting: May 18, 2021.